



DEPARTMENT OF THE NAVY
COMMANDER NAVY REGION SOUTHWEST
937 N. HARBOR DR.
SAN DIEGO, CA 92132-0058

COMNAVREGSWINST 3128.1M
N32MA

16 OCT 2006

COMNAVREGSW INSTRUCTION 3128.1M

From: Commander, Navy Region Southwest

Subj: VISITS OF FOREIGN NAVY SHIPS TO COMMANDER, NAVY REGION
SOUTHWEST (CNRSW) PORTS

Ref: (a) OPNAVINST 3128.10F
(b) SECNAVINST 7042.7K
(c) NWP 1-03.1
(d) SOPACOMNAVREGSWINST 5400.2
(e) OPNAVINST 3100.6H
(f) COMNAVREGSWINST 1500.1B

Encl: (1) Host Ship Liaison Checklist
(2) Sample Host Ship Welcome Message
(3) Sample Host Staff Welcome Message

1. Purpose. To provide guidance concerning visits by foreign Navy ships to CNRSW ports.

2. Cancellation. COMNAVBASESANDIEGOINST 3128.1L.

3. Background. Reference (a), which should be used in concert with this instruction, provides specific guidance to U.S. Navy commands in matters concerning foreign port visits, to include types of visits, country clearance procedures, responsibilities, and the required approval authority level for these visits. Upon approval/notification, Commander, Navy Region Southwest (CNRSW) Port Operations, as the Area Coordinator, working in concert with Commander, Third Fleet (C3F) for operational and Theater Security Cooperation issues, has overall lead for foreign ship visit coordination within NRSW.

4. Policy

a. Host Ship Assignment. Port Operations will coordinate with Commander, Naval Surface Forces (CNSF N3) for host ship assignment. Every effort shall be made to assign a host ship of equivalent seniority to the foreign ship's Commanding Officer (CO) at least thirty days prior to arrival, circumstances allowing. While not mandatory, host and visiting ship berthing should be as close as possible, to include the same pier if ship loading and operational schedules permit, to facilitate crew interaction and logistical support.

b. Funding Policies. Requirements for the funding of foreign dignitaries, utilization, and reporting of Official Representation Funds (ORF), and guidelines for the use of Latin

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American Cooperation Funds (LATAM) can be found in references (b) and (c) respectively, and shall be strictly enforced and adhered to by all participating commands. Protocol recommended the following language, which is not addressed: reimbursable are not addressed at all, to include host-nation agreements.

c. LOGREQ's. Should be submitted to the CNRSW Port Operations' Fleet Support Office (FSO) in accordance with reference (d) at least (10 days) 48-hours in advance of the visit to ensure logistic requirements can be met. LOGREQ's are sent to CNRSW SAN DIEGO CA//N32MP/N32M3B/N32M3BW//. FSO contact number: (619) 556-1484. Prior to a LOGREQ, a Foreign Port Visit Approval is required (except AUSUKNZCA nations).

5. Responsibility. To provide the appropriate support required for foreign ship visits, the following responsibilities are assigned.

a. CNRSW Port Operations Program Director.

(1) Overall responsible for ensuring the smooth execution of all foreign ship visits. Port Operations Fleet Support Office (FSO) will serve at the primary focal point for visit coordination.

(2) Upon confirmation of a foreign ship visit (normally by message notification), coordinate with CNSF N3 for host ship assignment (and host Flag Officer/Squadron Commander, if applicable).

(3) Provide the assigned host ship with a POC listing for foreign ship visits to facilitate their coordination of the visit.

(4) Coordinate planning, pre-arrival briefs, and import briefs (import briefs should show-up in all reference locations regarding planning) among all activities supporting the ship visit to include, but not limited to, the following organizations:

(a) C3F J-5 Plans and Policy Theater Security Cooperation Office, J-4 Logistics representatives, and as applicable, any available Foreign Navy Liaison Officer (FLO).

(b) CNSF N3

(c) CNRSW Protocol

(d) Installation CO hosting port visit

(e) Assigned Host Ship

(f) Naval Facilities Engineering Command Southwest
(NAVFAC SW)

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- (g) CNRSW Morale, Welfare and Recreation (MWR)
- (h) Fleet Industrial Supply Center (FISC)
- (i) Naval Computer and Telecommunications Station (NCTS) San Diego
- (j) CNRSW/Installation Force Protection
- (k) NAVMEDCEN San Diego Recommend each subcategory have an identified representative and secondary in the event primary unable to attend - attendance should be mandatory.

(5) Upon LOGREQ receipt, process and arrange necessary logistics requirements. Draft and release the LOGREQ response message annotating services arranged (and those unable to support). Payment procedures will be included in the LOGREQ response message, as provided by the NAVFAC SW Foreign Ship Liaison Officer (FSLO).

(6) Provide support services and berthing arrangements at all naval piers and help coordinate berthing at metro San Diego Broadway and B Street Piers through the San Diego Unified Port District Berthing Services Office.

(7) Provide other support, including off-port anchorage information, tugs, pilots, line handlers, fenders/separators/camels, location for boarding pilots/boarding parties, garbage disposal, pusher boat service, and paint floats, brows/platforms as requested/required.

(8) Schedule Customs, Agriculture, Immigration and Public Health briefings, training and inspections. These inspectors routinely board visiting ship upon arrival pier side.

(9) Advise the host Installation Commanding Officer (ICO) of any planned visiting ship gun salutes, special force protection requirements, or any other non-routine issues.

(10) Coordinate and lead an arrival brief onboard the visiting ship at a mutually agreed upon time, but as soon as possible after mooring is complete. Representatives from Port Operations, C3F Foreign Liaison Office, CNRSW Protocol, host installation, host ship, NAVFAC SW, CNRSW Security, and MWR, at a minimum, are expected to attend. The arrival brief will cover all visiting ship arrangements, services, and associated fees. NAVFAC SW utility/transportation, NCTS communications, and other associated costs will be presented to the visiting ship and payment arrangements made for pre-departure. MWR representatives will brief information concerning the naval activity where

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berthed, modes and availability of transportation (trolley, buses, cabs, and rental car options), city maps, and the hours of operation at the Navy Exchanges, service clubs, and athletic facilities are included. A folder containing this information should be turned over to the visiting ship's Liaison Officer. Literature pertaining to San Diego area attractions can also be obtained from San Diego Convention and Visitors Bureau (www.sandiego.org), and the San Diego Chamber of Commerce. (need to add NAVMEDCEN San Diego)

b. CNRSW Protocol Officer. Responsible for coordinating official visits, functions and courtesies IAW reference (e) and ensuring that the guidelines and policies of references (b) and (c) are adhered to. The Protocol Officer can be reached at (619) 532-2929, DSN 522-2969.

c. Host Installation Commanding Officer (ICO).

(1) Personally meet the visiting ship(s) upon arrival. (Commanding Officer, Naval Base San Diego is also responsible to meet visiting foreign ships berthing at Broadway pier downtown.)

(2) Ensure base access and appropriate security measures taken to support foreign national presence at the ship's arrival and for any receptions during the visit, and that the visiting crew has appropriate base access. Recommend the following; If DOD assets are made available, will be made at reimbursable rate, or FN's will hire security contractor personnel.

(3) Coordinate with NEX, Commissary, and MWR to ensure facility privileges are extended. Adjusted operating hours for these facilities shall be authorized through the ICO. Foreign ship personnel shall be permitted to use all NEX services during visit. If a routine visit, no Commissary privileges are authorized.

(4) Ensure the visiting ship's national anthem is played during morning Colors, to include adherence to proper precedence when multiple foreign ships are visiting.

(5) Assign an installation representative to attend all pre-arrival briefs.

d. Host Ship Commanding Officer (Host Flag Officer/Squadron Commander, if required).

(1) The host ship CO and/or Host Squadron Commander will meet the visiting ship upon arrival and board immediately to welcome the ship.

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(2) Designate a Host Ship Representative (HSR) who will act as the host ship's single point of contact for all organizations supporting the visit. The HSR will be an officer who provides a positive image of the U.S. Navy, is outgoing, and will create a friendly environment for the visiting vessel. The HSR will coordinate the majority of actions listed below and will utilize enclosure (1) to track required actions. Recommend: Bilingual skills of visiting nation should be taken into consideration prior to assignment of HSR.

(3) Prepare a welcoming message or other expedient correspondence to the visiting ship, providing the names of the Commanding Officer and other key personnel who will be working with and providing services for the visiting ship throughout their port visit. Sample messages are provided at enclosures (2) and (3). This message should be sent as soon as possible following assignment as host ship. Follow-on messages can be exchanged with the visiting ship with regards to social/athletic events and any other information deemed appropriate. Ensure CNRSW SAN DIEGO CA//N32MP/N09H3R// is included as info addressee on all message traffic.

(4) Consult and coordinate with the Port Operations FSO and the NAVFAC SW FSO for any logistical and port services arrangements/requirements.

(5) Coordinate with the Fleet Industrial Supply Center (FISC) point of contact on any request for provisions and supplies requested by the visiting ship prior to and after arrival.

(6) Provide follow up communications with MWR activities to ensure the visiting ship has access to MWR facilities and tours.

(7) Comply with the requirements of references (b) and (c) when required to obtain/expend funds for extending official courtesies to officials and dignitaries, including the hosting of official functions.

(8) Provide sufficient line handlers, as assigned by Port Operations, for the arrival and departure of the visiting ship. Line handlers shall be in place at least 30 minutes prior to the ship's arrival/departure. Line handlers shall be in clean, neat dungarees, or in the Uniform of the Day, as prescribed by Port Operations. Recommend: Off-base, appropriate seasonal working uniform.

(9) Upon the ship's arrival, determine who the visiting ship's Liaison Officer is if not provided by the visiting ship previously. Brief the host ship's portion of the arrival brief.

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(10) Designate a driver for visiting the Flag Officer(s)/Squadron Commander upon request of visiting ship. Recommend, make available a duty driver for Ship CO's visiting ship for "official use only".

(11) Ensure assigned drivers pick up official vehicles at NAVFAC SW Transportation, phone 556-7605/7606, building 3509 south-end, and have at the pier prior to the visiting ship's arrival. All drivers must have a valid driver's license in their possession or vehicles will not be released. Immediately upon the visiting ship's departure, all official vehicles will be returned to NAVFAC SW Transportation. Keys for all vehicles assigned to visiting foreign ship will be left with the visiting ship's duty officer on the quarterdeck when the vehicles are not in use. Report to NAVFAC SW Transportation immediately any accident or damage done to rental/government vehicles by assigned drivers or foreign ship personnel.

(12) Ensure drivers for the CO(s) and embarked Flag Officers are briefed on routes and conduct dry runs for courtesy calls and other official functions.

(13) Ensure that the visiting Flag Officer or CO is accompanied by an Escort Officer while making official calls. If the Escort Officer is not the HSR, a designated officer from the host ship will be appointed. Ensure that the Escort Officer does a dry run to all areas to be visited.

(14) Host appropriate hospitality events, as desired.

(15) Ensure visiting ships receive appropriate courtesies and services per reference (e).

(16) Upon request, arrange for catering of official events, schedule permitting, with the MWR Representative.

(17) Coordinate with Southwest Regional Maintenance Center (SWRMC) to arrange for services or technical assistance by appropriate Navy facilities, or assistance in establishing contact between visiting ship and civilian repair organizations for the repair at the visiting ship's expense. The SWRMC representative can be reached at (619) 556-6650.

(18) The HSR will visit the visiting ship on a daily basis and remain available 24/7 to the visit ship's Liaison Officer, CO and/or Flag Officer, in person or by telephone, throughout the visit (recommend having a cellular phone or pager), to provide assistance in any situation.

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(19) In the case of multiple foreign ships and multiple host ships, the senior host ship CO has responsibility to oversee the visit and act as the single point of contact between CNRSW Port Operations and all assigned host ships.

(20) In accordance with reference (f), be prepared to send an OPREP-3 NAVY UNIT SITREP or NAVY BLUE message for any visiting ship incident such as hospitalization, serious injury, accidents, police arrest (including arrests in Mexico), and vehicular accidents using established guidelines. In certain circumstances you may be required to provide a SITREP/NAVY BLUE message outside established guidelines when directed by the CNRSW Staff Duty Officer. Immediately notify the host installation Force Protection Officer of any deserters from the foreign ship. In addition to prescribed addressees, all SITREP/NAVY BLUE messages must include the following additional addresses: SECSTATE WASHINGTON DC//PM-ISO//; CNO WASHINGTON DC//N2L//, INFO: CINCPACFLT PEARL HARBOR HI//N3/N321//; COMTHIRDFLT; SOPA SAN DIEGO CA; COMNAVREG SW SAN DIEGO CA//N09R/N006/N32PD//

(21) On the day of departure, the HSR shall be onboard the foreign vessel 30-45 minutes prior to brow removal to ensure all is in order to set sail on time.

(22) Submit a post-visit, after-action report, via message, ONLY for high interest or problem visits via your chain of command. Message shall be sent to COMPACFLT PEARL HARBOR HI//N3// within one week following the visit. Provide an info copy to SECSTATE.

e. Naval Facilities Engineering Command Southwest (NAVFAC SW).

(1) Designate a NAVFAC SW Foreign Ship Liaison Officer (FSLO) to liaise directly with Port Operations FSO to arrange the following ship requirements through the NAVFAC Utilities Office:

(a) Ship to shore connections for power, potable water, cranes, refuse (foreign refuse cooker), and sewage.

(b) Government or commercial vans and sedans, buses, portable toilets, and divers.

(c) Hazardous material removal, oily waste removal (via BOWTS).

(2) Board the foreign vessel upon arrival and prior to departure to coordinate cash only payment for services rendered. Any reimbursements will be made through the NAVFAC SW FSLO, commercial: (619) 556-6326.

(3) Provide NAVFAC SW service estimates per NAVFAC policy.

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f. CNRSW Morale Welfare and Recreation (MWR). Base MWR facilities shall provide discount ticket offers and opportunities for recreational attractions. Payment for group tickets in US currency is the responsibility of the visiting ship. When coordinated with the MWR representative, tickets may be purchased and picked up at any MWR ticket office. All military recreation facilities (swimming pools, golf courses, athletic areas, etc.) shall be made available to personnel of visiting foreign Navy ships. All base dining services shall welcome foreign military visitors of comparable ranks and rates, and upon request, the HSR shall make arrangements for catering official events, schedules permitting with the MWR Representative. Upon notification of a foreign visit, the host installation will provide a message to the visiting ship indicating ticket availability and costs, opening/closing times of MWR facilities, and any special events occurring during the port visit. MWR will provide information packets, including a current listing of sporting events, general attractions, maps, and trolley and bus schedules to the visiting ship upon arrival. The Regional MWR Representative can be reached at commercial: (619) 556-5570.

g. Fleet Industrial Supply Center (FISC). The FISC Logistics Service Representative (LSR) shall arrange food, spare parts, fuel, and other sundry items for visiting foreign ships upon request. FISC is responsible for forwarding information on procedures for obtaining tax exemption and estimated prices of fuel oil. The FISC LSR will board the foreign vessel upon arrival and prior to departure. Recommendations for local vendors, which contract for raw provisions not available in the Navy's subsistence catalog, will be provided during the arrival supply briefing. FISC LSR can be reached at commercial: (619) 556-5044/6004/0401.

h. CNRSW Force Protection. Upon arrival, CNRSW Force Protection personnel will brief the visiting ship on policies set forth in reference (g), including special operations, naval security patrol boats, video and photography regulations and restrictions on base, radio communications, weapons qualifications, general liberty policies, Tijuana liberty policy, military working dog (MWD) support, Chief of the Guard (COG) responsibilities, and the Command Early Warning Net (CEWN). The CNRSW Force Protection Representative can be reached at commercial: (619) 532-3792. Recommend: Visiting Ship will provide security personnel.

i. Naval Computer and Telecommunications Station (NCTS). NCTS San Diego shall provide telephone service as coordinated by Port Operations FSO. FSO provides advance (preferably two weeks) notice to NCTS of foreign ship visits, requesting number of lines required. NCTS can be reached at commercial: (619) 532-2093.

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j. Fleet Imaging Command (FLTIMAGCOMPAC), San Diego. Upon request, FLTIMAGCOMPAC assigns a photographer from the Fleet Imaging Center for photographic coverage of official ceremonies.

6. General

a. Broadway Pier. The Broadway Pier in metro San Diego is under the jurisdiction of the San Diego Unified Port District and is not a U.S. Navy asset. For berthing arrangements, call the Port District at (619) 686-6200 or 1-800-854-2757. Due to force protection and coordination complications, CNRSW highly discourages foreign ships using this pier and encourages foreign ships to berth at one of the three metro bases. Should a foreign ship arrange berthing through San Diego Unified Port District, there will be FSO representation involved on behalf of CNRSW. The FSO, however, cannot coordinate berthing arrangements. U.S. Navy reimbursement services at the Broadway Pier are extremely limited. Telephone services arranged through NCTS San Diego can be made available at the Broadway Street Pier by the FSO. There are no shore power or sewage connections available. The condition of the pier in terms of pier side water depth, ebb and flood tides, length and height above sea level, and fenders required for use at ship's side can be obtained from the FSO. Dress ship and illumination at Broadway Pier is encouraged, but not required. Host ships may be required to provide pier sentries to non-English speaking countries while moored at Broadway Pier. No AT/FP personnel will be provided, unless willing to reimburse, or willing to provide contract security as available.

b. Leave and Liberty. CNRSW makes no restrictions on leave or liberty hours or boundaries for foreign personnel. The visiting Unit Commander, ship, or consulate, if any, will specify restrictions. Upon arrival, CNRSW Security Force personnel will brief the visiting ship. This brief will include details on all places that have been designated "off limits" to United States military personnel, and that visiting military personnel would be well advised to avoid in their own best interest. For questions regarding off-limits areas, please contact the CNRSW Command Master Chief's office: (619) 532-2264. In the event that a Foreign Service member is incarcerated in an U.S. or Mexican jail, Border Shore Patrol will notify the appropriate host ship, who will provide an OPREP-3 NAVY UNIT SITREP detailing rank/rate and circumstances including addressees listed in para 5.e(19) above. Follow-up coordination shall be through the CNRSW Protocol Officer and Staff Judge Advocate.

c. Asylum Request. Refer to U.S. Navy Regulations (1990), paragraph 0939. Foreign nationals who request asylum or temporary refuge while onboard a U.S. military installation, aircraft or vessel of the U.S. government located inside territorial waters or on the high seas will be accepted onboard for the exercise of temporary custody and control only. Under no circumstances shall the person seeking asylum be surrendered to

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foreign jurisdiction or control, unless at the direction of the Secretary of the Navy or higher authority. Do not release foreign nationals who request asylum or temporary refuge to non-U.S. government officials unless authorized by higher authority. No local commander is authorized to grant asylum. Contact CNO by fastest available means on any request for asylum or actions taken on any such asylum request. For interim guidance, contact the CNRSW Staff Judge Advocate (SJA) and/or your Immediate Superior in Command (ISIC) with a cc: to the SJA attached.

d. Shore Patrol. Assignment is not a requirement for visiting foreign ships. However, CNRSW Force Protection welcomes any Bilingual Officer and/or Petty Officer from the visiting foreign ship during liberty hours to act as interpreter for crewmembers when dealing with civilian/military police, or for emergencies.

e. Press Conferences. At the request of the visiting ship Commanding Officer or a designated foreign governmental representative, the CNRSW Public Affairs Office shall arrange and provide appropriate support for a press conference or availability. The CNRSW Public Affairs Office may be contacted at commercial: (619) 532-1430.

f. Official Entertainment. It is considered both appropriate and desirable for the host ship to provide entertainment functions for visiting foreign ship visits. These functions need not be extensive or costly, but should provide some wardroom-to-wardroom and/or crew-to-crew liaison. No appropriated funds are available for official entertainment; however, per reference (b), Navy ORF may be made available for official entertainment when a request is submitted via the appropriate Type Commander (Supply Afloat Manual provides guidelines for requesting funds). In addition, IAW reference (b), LATAM for visits by navies of Central and South American countries, Lesser and Greater Antilles Islands, and all Caribbean Islands (excluding U.S. Virgin Islands, Puerto Rico and Bermuda), may be requested via message to COMTHIRDFLT//J4//, who controls these funds.

g. National Cemetery. Fort Rosecrans National Cemetery is authorized for official memorial services and ceremonies. If the visiting ship requests such services, the CNRSW Protocol Office shall coordinate arrangements.

h. International Moneys Exchange. If required, the embassy or other designated representative of the visiting ship will notify the FSLO of the desire to exchange money. The FSLO shall notify Naval Criminal Investigative Service (NCIS) who will work with the ship's Security Officer to provide armed escort for money exchange at local financial facilities. NCIS can be contacted at commercial (619) 556-2132.

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i. Husbanding. If the foreign vessel desires to use a civilian Husbanding agent, the following agents are available in the metro San Diego area:

- (1) Paxton, Shreve & Hays (619) 232-8941.
- (2) Quay (619) 235-0462.
- (3) Charles Dorsch, Ship's Agent (619) 231-8628.

j. Mail. FISC Consolidated Mail Facility, building 3155, 401 W 8th St, National City will handle all mail incoming and outgoing. Their offices can be reached at commercial: (619) 556-7479 or (619) 556-9304.

k. Navy/Marine Corps Bands. The CNRSW Protocol Office shall coordinate with the Navy or Marine Corps Bands for arrival/departure ceremonies when deemed appropriate.

l. Repair Requirements. Southwest Regional Maintenance Center (SWRMC) Waterfront Operations Department is the primary point of contact for any repair request of visiting foreign ships. The Department Head can be reached at (619) 556-1058 and/or Technical Manager at (619) 556-3387. The SWRMC representative can be reached at (619) 556-6650. Normally, repairs to ships belonging to coalition warfare partners or other friendly foreign Navy fleets will be accomplished following standard Foreign Military Sales (FMS) procedures, under which the U.S. Navy is fully reimbursed for all services and material. Procedures for requesting an FMS case, including contact points in Department of Defense (DOD)/Navy, are contained in the "Customer Guide to US Security Assistance Programs," which is available under the heading "publications" at the following website http://www.dsca.mil/programs/ehb/cg_web/CG%20Web.htm. The normal lead-time to establish a routine FMS case is 120 days. In the event emergency repairs to ships belonging to coalition warfare partners or other friendly foreign Navy fleets are of such urgency that normal processes cannot meet operational requirements, SWRMC will, when informed of an impending visit, seek approval and funding from CNO for repairs of the visiting foreign ship by Navy facilities. Applicable instructions are DOD 5015.39-M (Security Assistance Management Manual) and Volume 15 (Security Assistance Policy and Procedures) of the DOD Financial Management Regulation, DOD 7000.14-R.

m. Naval Medical Center, San Diego (NMCSD). In the event of a medical emergency, NMCSD shall provide medical treatment to foreign military personnel. Treatment for minor illnesses or injuries can also be obtained at any hosting station dispensary. The embassy of the visiting ship's country will be billed for all in-patient care rendered at naval health care facilities. Contact Commander, Force Medical at commercial: (619) 437-3611.

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n. Naval Dental Center, San Diego (NDCSD). In the event of a dental emergency (non-routine dental work) NDCSD shall provide dental treatment to foreign military personnel. The embassy of the visiting ship's country will be billed for all in-patient care rendered at USN health care facilities. Contact Commander, Force Medical at commercial: (619) 437-3611.

o. Senior Officer Present Afloat (SOPA) San Diego. CNRSW as SOPA San Diego, is the approving authority for gun salutes by foreign warships and return salutes by a U. S. Navy ship or portable battery. When a foreign ship requests to fire a gun salute, the CNRSW Protocol Office, in conjunction with Public Safety (OPS) concurrence, will coordinate with the designated Return Battery Activity or Command, the time and location of the salute IAW reference (e).



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Chief of Staff

Distribution:

Electronic only, via CNRSW Directive Web site
<http://www.cnrsw.navy.mil/Admin/index.htm>

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HOST SHIP LIAISON (HSL) CHECKLIST

_____ BRIEF/ASSERTAIN COMMANDING OFFICER'S DESIRES REGARDING PLANNED PORT VISIT PROGRAM, INCLUDING ATHLETIC EVENTS, HOSTED LUNCH ONBOARD (FOR CO, WARDROOM, OR CPO'S), TOUR OF SHIP FOR VISITING SHIP'S CREW, AND/OR RECEPTION.

_____ SEND WELCOME MESSAGE TO VISITING SHIP.

_____ CONSULT FSO REGARDING PORT SERVICES ARRANGEMENTS FOR LOADING CARGO, STORES, OR OTHER SUCH ITEMS. VERIFY ALL PORT SERVICES (CAMELS/TUGS/ BERTHING/CHT BARGE ETC) ARE ARRANGED SATISFACTORILY.

_____ DETERMINE PIERSIDE GREETING/FAREWELL PARTY FROM YOUR SHIP, NOTIFY EACH OF TIME/PLACE OF ARRIVAL AND UNIFORM REQUIREMENTS. MEET THE SHIP.

_____ VISIT SHIP ON DAILY BASIS. SHIP'S POC IS _____

_____ ENSURE TELEPHONE BOOKS HAVE BEEN PROVIDED TO WARDROOM (FSO CAN PROVIDE)

_____ OBTAIN QUARTERDECK, WARDROOM & CO PHONE NUMBERS UPON ARRIVAL.

_____ MAINTAIN CONTACT WITH FISC POC (CUSTOMER SERVICE BRANCH) OR SHIP'S HANDLER FOR ANY PROVISIONS/SUPPLIES REQUESTED BY VISITING SHIP

_____ LINE HANDLERS ASSIGNED FOR ARRIVAL AND DEPARTURE

NUMBER OF LINE HANDLERS _____ UNIFORM _____

MUSTER TIME AT PIER: ARR _____ DEP _____

_____ ASSIGN DRIVERS WHEN REQUESTED BY VISITING SHIP

DATE/TIME TO PICK UP VEHICLES _____ RTN _____

_____ ASSIGNED ESCORT OFFICER (IF OTHER THAN HSR). PERFORM DRY RUN WITH DRIVERS TO ALL AREAS VISITED FOR COURTESY CALLS ON LOCAL COMMUNITY LEADERS AND AREA FLAGS/CO'S OR OFFICIAL EVENTS.

_____ DETERMINE IF SPECIAL TRANSPORTATION IS NECESSARY FOR TRIP TO DISNEYLAND, SEA WORLD, UNIVERSAL STUDIO, ETC. COORDINATE WITH MWR OR NAVFAC TRANSPORTATION REPRESENTATIVE AS APPROPRIATE FOR TRANSPORTATION SUPPORT.

_____ DETERMINE IF TRANSPORTATION FOR OFFICIAL GROUP FUNCTIONS OR PLANNED IN-PORT TRAINING/VISITS WILL BE

Enclosure (1)

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REQUIRED.

____ NOTIFY VISITING SHIP WRT COLORS, AND ANY EVENTS ON BASE THAT MAY IMPACT SHIP AND CREW DURING THEIR STAY (I.E. WATER/STEAM OUTAGE, ROADS CLOSED, ETC).

____ DETERMINE IF RECEPTION SUPPORT IS NECESSARY (IF VISITING SHIP HOSTING A RECEPTION).

____ DAY PRIOR TO DEPARTURE, ENSURE ARRANGEMENTS FOR DEPARTURE COMPLETED. ASSIST WITH ANY LAST MINUTE ARRANGEMENTS.

____ CONTACT NAVFAC SW FSLO REGARDING ANY HAZARDOUS WASTE PICK-UP, OTHER THAN NOTED ON LOGREQ. ENSURE SHIP DOES NOT LEAVE BARRELS ON THE PIER WITHOUT PROPER AUTHORIZATION.

____ SUBMIT AFTER ACTION REPORT ONLY IF THERE WERE UNUSUAL CIRCUMSTANCES OR MAJOR CHALLENGES THAT OCCURRED TO CINCPACFLT PEARL HARBOR HI//N3//, INFO SECSTATE WASHINGTON DC//PM-ISO//CNO WASHINGTON DC//N2L//; COMTHIRDFLT; SOPA SAN DIEGO CA; COMNAVREG SW SAN DIEGO CA//N09R//. TRANSMIT WITHIN 5 DAYS OF DEPARTURE, SUBMITTING THE FOLLOWING INFO:

- A. SHIP'S NAME, COUNTRY
- B. DATES OF VISIT
- C. HIGHLIGHTS OF VISIT
- D. AREAS OF SPECIAL INTEREST
- E. CHALLENGE AREAS AND RESOLUTION

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SAMPLE HOST SHIP MESSAGE

ADMINISTRATIVE MESSAGE
ROUTINE

R 111720Z OCT 00 ZYB PSN 540010S10

FM USS ROOSEVELT
TO HMCS ALGONQUIN

INFO COMTHIRDFLT
COMNAVSURFPAC SAN DIEGO CA//N3//
COMNAVREG SW SAN DIEGO CA//N09R/N32MDR/N32MP//
NAVBASE SAN DIEGO CA //N00M/N01M//
MARPAHQ ESQUIMALT
ISIC
UNCLAS

MSGID/GENADMIN/ROOSEVELT//
SUBJ/SAN DIEGO WELCOME//
REF/A/GENADMIN/COMNAVSURFOR SD/141315ZSEP05//
AMPN/HOST SHIP ASSIGNMENT//
RMKS/1. ROOSEVELT WOULD LIKE TO WELCOME ALGONQUIN TO SAN DIEGO
AND IS STANDING BY TO PROVIDE ALL NECESSARY ASSISTANCE TO
INCLUDE: LINHANDLERS, ARRANGING REPAIR ASSISTANCE, PICKING UP
VEHICLES, ETC.

2. ROOSEVELT'S LIAISON OFFICER IS LTJG XXXX XXXX. MYSELF AND
THE LIAISON OFFICER LOOK FORWARD TO MEETING THE SHIP UPON
ARRIVAL. THE LIAISON OFFICER WILL MEET THE SHIP DAILY
THEREAFTER. HE WILL BE WORKING WITH YOU THROUGHOUT YOUR VISIT TO
ANSWER ANY QUESTIONS OR ADDRESS ANY CONCERNS YOU MAY HAVE, LTJG
XXXX MAY BE REACHED BY CALLING (619) 556-4282 (COMMERCIAL) , OR
BY EMAIL AT XXXX "AT" DDG-ROOSEVELT.NAVY.MIL. I MAY BE REACHED
AT (619) 556-4300 OR CO"AT"DDG-ROOSEVELT.NAVY.MIL.

3. TO MAKE YOUR STAY MORE ENJOYABLE, ROOSEVELT PROPOSES THE
FOLLOWING ACTIVITIES BETWEEN OUR SHIPS:

4. THE SHIP'S MAILING ADDRESS IS: USS ROOSEVELT (DDG-80) FPO AP
XXXX-XXXX

5. ONCE AGAIN, WELCOME. WE ARE LOOKING FORWARD TO HOSTING YOUR
SHIP AND HAVING YOU HERE IN SAN DIEGO. IF THERE ARE ANY
QUESTIONS OR CONCERNS ABOUT YOUR PORT VISIT PLEASE CONTACT THE
ROOSEVELT AT YOUR EARLIEST CONVENIENCE.

5. VERY RESPECTFULLY, CDR X.X. XXXXX, COMMANDING OFFICER//

Enclosure (2)

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SAMPLE HOST STAFF WELCOME MESSAGE

PRIORITY

P 251457Z OCT 00 PSN 782232Q24

FM COMCRUDESGRU FIVE

TO COMCANFLTPAC
HMCS ALGONQUIN
HMCS VANCOUVER
HMCS REGINA
USS COMSTOCK
USS ELLIOT

INFO COMTHIRDFLT
COMNAVSURFPAC SAN DIEGO CA//N00/N01//
COMNAVREG SW SAN DIEGO CA//N09R/N32MP/N32MDR//
COMMARPAHQ ESQUIMALT

UNCLAS //N01000//

MSGID/GENADMIN/CCDG-5//

SUBJ/WELCOME TO AMERICA'S FINEST CITY//

RMKS/1. COMMANDER, CRUISER-DESTROYER GROUP FIVE (CCDG-5) IS PLEASED TO BE ASSIGNED AS THE HOST STAFF FOR COMCANFLTPAC FOR THE DURATION OF YOUR VISIT TO SAN DIEGO. LCDR XXXX XXXX WILL ACT AS YOUR LIAISON OFFICER AND IS STANDING BY TO ASSIST YOU DURING YOUR BRIEF STAY. REAR ADMIRAL STONE (CCDG-5) WILL MEET YOUR SHIPS ON ARRIVAL AT BROADWAY PIER, AND LCDR RASMUSSEN WILL ATTEND THE LIAISON OFFICER MEETING AT 1530, 26 OCT.

2. PLEASE ACCEPT AN INVITATION FOR YOU, YOUR STAFF, COMMANDING OFFICERS AND CREWS OF YOUR SHIPS TO JOIN US AT THE I BAR, THE PIERSIDE ALL-HANDS CLUB LOCATED AT NAVAL BASE SAN DIEGO FOR BEVERAGES AND LIGHT APPETIZERS. THIS IS A GREAT OPPORTUNITY TO MEET LOCAL SURFACE WARRIORS AND SHARE SEA STORIES. DIRECTIONS WILL BE PROVIDED AT THE LIAISON OFFICER MEETING ON THURSDAY AFTERNOON.

3. PLEASE FEEL FREE TO CONTACT LCDR XXXX IF YOU REQUIRE ANY ASSISTANCE. E-MAIL: N002@CCDG5.NAVY.MIL, PHONE 556-XXX.

Enclosure (3)